TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT HUMAN RESOURCES DIVISION EMPLOYEE ORIENTATION

Employee's <u>Printed</u> Name (as listed in Edison)						
EMPLOYEE IS REQUIRED TO INITIAL EACH SECTION:						
Dress Code Poli	cy Acknowledgement					
	ent of Labor & Workforce Development's <i>Dress Policy</i> (Dated					
	by the policies it contains. I also understand that wilful violation of					
this policy may be cause for disciplinary action.						
Internal Security Har	dbook Acknowledgement					
I have been provided with a copy of the Tennessee Dep	artment of Labor & Workforce Development's Internal Security					
Handbook (Rev. 05/12). I have read, understand, and agree to abide by the policies it contains. I also understand that willful						
violation of any of these policies may be cause for disciplinary	action up to and including dismissal.					
Operation of Motor Vehicles by	State Employees Acknowledgement					
	rtment of Human Resources' Operation of Motor Vehicles by State					
Employees, <i>Policy # 12-056 (Eff. 10-3-2012)</i> , regarding my con						
Furthermore, I understand that violation of this state po	olicy may lead to disciplinary action, up to and including dismissal					
from state service.	*					
Please provide the information below:	8					
Employee's Name (printed/typed): (initial)						
Edison Employee ID Number:						
Employee's Signature:	Date:					
Driver's License Number:						
State License Issued:	Expiration Date:					
This form shall be completed, signed, and returned to the emp forwarding all forms to the Agency's Human Resources Officer						
Employee's Signature (must be legible)	Date					
I have discussed the Internal Security Handbook with the above may have had concerning this policy.	re Employee and have clarified any misunderstanding the Employee					
Human Resources Representative or Supervisor's Signatu	pre Date					
DDINTED: Human Resources Representative Name						

remessee Department of Labor & Workforce Development, Human Resources Division, Employee Orientation ACKNOWLEDGEMENT [mital] By my signature affixed below, I acknowledge that I have reviewed EP Policy #24 (Children in the Workplace) in its entirety and folly understand the contents thereof, (FP24, 8-02-11). ACKNOWLEDGEMENT OF DRESS CODE POLICY have been provided a copy of the Tennessee Department of Labor and Workforce Development's Dress Policy (Revised April 1, 2011). I have real inderstand and will abide by the policies it contains. I also understand that willful violation of this policy may be cause for disciplinary action, (Ff initial) ACKNOWLEDGEMENT OF DRUG FREE WORKPLACE An employee of the Tennessee Department of Labor and Workforce Development's policy and procedures regarding the animenance of a drug-free workplace. I understand and realize that the undawful manufacture, distribution, dispensation, possession or use of animenance of a drug-free workplace. I understand and realize that the undawful manufacture, distribution, dispensation, possession or use of animenance of a drug-free workplace. I understand and realize that the undawful manufacture, distribution, dispensation, possession or use of animenance of a drug-free workplace or on state property and violation of this policy and will understand that as a condition of employment I must abide by the terms of this policy and will understand that as a condition of employment must abide by the terms of this policy and will understand that are a condition of employment manufacture, distribution, dispensation, possession or use of a drug reminister that in the Gederal agency funding any of my work activities, an animal realized substance is problement on the federal agency funding any of my work activities, an animal realized for any animal animal realized for the federal agency. (DA4, 12-1-06) [B-B-038] EMPLOYEE ACKNOWLEDGEMENT Lave been provided a copy of the Tennessee Department of Labor and Workforce Development's internal Security Handbo			(6)		
ACKNOWLEDGMENT	Employee's <u>Printed</u> Name (as listed in Edison)				
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ACKNOWLEDGMENT	Tennessee Department of Labor & W	Iorkforce Developm	ient, Human Reso	urces Division, Empl	эүее Опептатіон
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